



UNITED STATES MARINE CORPS
MARINE CORPS BASE
MARINE CORPS COMBAT DEVELOPMENT COMMAND
QUANTICO, VIRGINIA 22134-5001

MCCDCO 5216.2
MCCDC C 06
15 MAR 2001

MARINE CORPS COMBAT DEVELOPMENT COMMAND ORDER 5216.2

From: Commanding General
To: Distribution List

Subj: AUTHORITY TO SIGN CORRESPONDENCE

Ref: (a) MCO P1000.6G, ACTS MAN
(b) MCO P4400.150E
(c) SECNAVINST 5216.5D

Encl: (1) Proper Security of the Autopen Signature System
(2) Sample Facsimile Signature Stamp Authorization Letter
(3) Sample Delegation of "By direction" Authority Letter

1. Purpose. To prescribe policy and guidance for signing official correspondence in the name of the CG MCCDC and the CG MCB.

2. Cancellation. MCBO 5216.1B.

3. Summary of Revision. This revision contains a significant number of changes and should be reviewed in its entirety.

4. Autopen Signature System. The Autopen Signature System is located at the Combat Development Center, Bldg. 3300, and will be utilized and maintained per enclosure (1).

5. Facsimile Signature Stamp

a. Reference (a) provides authority for using the CG MCCDC facsimile signature stamp when issuing orders. Orders so signed will only be valid when the initials of authorized personnel are penned in next to the stamp. Authority for utilization of the stamp will be by appointment letter to the individual concerned, and such authority is restricted to the specific content of the authorization letter. See enclosure (2) for sample authorization letter.

b. Facsimile stamps must be properly safeguarded and used only for the specific purpose(s) authorized.

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6. Marine Corps Seal. Per reference (b), the Base Adjutant is designated as the Custodian of the Marine Corps Seal.

7. Policy

a. "By direction" is used only when signing for a commander. Reference (c) does not authorize individuals to sign "By direction" for division directors or branch heads, etc. Personnel signing correspondence for a division director will sign over their title. Judgment must be exercised to ensure that actions of special interest are forwarded to the C/S MCCDC or C/S MCB, as appropriate.

b. "By direction" authority is approval authority and is used to limit the number of administrative levels. "By direction" authority will be exercised on routine actions and on those actions which need not be forwarded to the CG MCCDC or CG MCB for review. Inherent to the delegation of "By direction" authority is the responsibility to ensure that the action has been fully coordinated and reflects completed staff work.

c. In keeping with the emphasis on decentralization and delegation of authority, a division director has complete responsibility for any action within their functional area. Division directors are delegated authority to take final action for the CG MCCDC or CG MCB on all subjects within their functional areas, except for those in which either CG has expressed personal interest.

d. Authority to sign "By direction" is restricted to commissioned officers, warrant officers, civilian employees, and SNCO's when so designated.

e. The CG MCCDC or CG MCB, as applicable, will sign official correspondence which:

(1) Is required by law or regulation. This includes, but is not limited to, court-martial documents relating to national security cases as defined in JAGINST 5800.7, and court-martial documents relating to any other court-martial convened by the CG MCCDC or CG MCB. It also includes correspondence involving administrative discharge authority action or legal matters.

(2) Goes to a higher authority relating to mission, general efficiency of the Installation, or which recommends policy changes.

(3) Establishes, modifies, or cancels MCB or MCCDC policy.

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(4) Reflects adversely on the Installation. Negative replies, expressed nonconcurrences, or correspondence which expresses criticisms of external commands are within this category.

(5) Delegates authority.

(6) Approves or disapproves correspondence originated by general/flag officers, elected officials, and Senior Executive Service personnel.

(7) Approves civilian awards such as 30-year retirement awards, 1500/2000-hour sick leave certificates, etc.

8. Authority

a. Authority to Sign Correspondence for the CG MCCDC

(1) All official naval correspondence originated at this Installation pertaining to the combat development process will be signed in the name of the CG MCCDC and will be prepared on MCCDC letterhead. Correspondence involving administrative discharge authority action or legal matters may be signed on MCB letterhead, provided the CG MCB is a general officer.

(2) The individuals assigned to the following billets are authorized to sign official correspondence "By direction" of the CG MCCDC for matters specifically under their cognizance and not considered policy:

Dep CG MCCDC
Chief of Staff, MCCDC
CG, Training and Education Command
CG, Training Command
CG, Education Command/President, Marine Corps University
Director, Coalition and Special Warfare Center
CG, Marine Corps Warfighting Laboratory
Commanding Officer, Special Purpose MAGTF
Director, Operations Division
Director, Warfighting Requirements Division
Director, Doctrine Division
Director, MAGTF Staff Training Program Center
Director, Equipment Requirements Division
Director, Studies and Analysis Division
Director, Total Force Structure Division
Director, Warfighting Development Integration Directorate
Staff Secretary, MCCDC
CG MCB
Chief of Staff, MCB

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Assistant Chief of Staff, G-6
Director, Comptroller Division
Assistant Chief of Staff, G-5
Assistant Chief of Staff, G-4
Assistant Chief of Staff, G-1
Director, Marine Corps Community Services
Assistant Chief of Staff, G-3
Director, Reserve Support Unit
Director, Safety Division
Counsel
Staff Judge Advocate
Inspector
Adjutant
Military Personnel Officer
Chaplain
Public Affairs Officer
Security Manager
Provost Marshal

b. Authority to Sign Correspondence for the CG MCB

(1) The CG MCB will personally sign all official correspondence when required by law or regulation. This includes, but is not limited to, documents relating to any court-martial convened by the CG MCB. In the event the CG MCCDC is also dual-hatted as the CG MCB, then the CG MCCDC assumes all such responsibilities.

(2) The individuals assigned to the following billets are authorized to sign official correspondence "By direction" of the CG MCB for matters specifically under their cognizance and not considered policy:

Chief of Staff, MCB
Staff Secretary, MCB
Assistant Chief of Staff, G-1
Assistant Chief of Staff, G-3
Assistant Chief of Staff, G-4
Assistant Chief of Staff, G-6
Director, Comptroller Division
Director, Marine Corps Community Services
Assistant Chief of Staff, G-5
Director, Reserve Support Unit
Director, Safety Division
Counsel
Staff Judge Advocate
Adjutant

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Military Personnel Officer
Public Affairs Officer
Chaplain
Security Manager
Director, Business Reform Office
Provost Marshal
Inspector
Dental Care Advisor
Health Care Advisor

c. Delegation of "By direction" Authority

(1) The CG or Chief of Staff, MCB may elect to authorize "By direction" authority to other specific individuals as a situation may dictate. This authority will be effected in writing, in the format contained in enclosure (3), and will comply with the provisions of this Order. Provide copies of each delegation to the Base Adjutant for record purposes.

(2) All "By direction" authorizations must specify:

(a) The commanding general(s) for which the "By direction" signature authority is granted.

(b) The limits regarding further delegation of this authority.

(c) The exact title(s) of the individual being delegated the authority.

(d) The scope of duties for which this authority may be used.

(e) Provisions for cancellation of this authority.

d. Authority to Sign By Title. The CG MCCDC; Dep CG MCCDC; CG MCB; CG, Training and Education Cmd; CG, Training Cmd; CG, Education Cmd/President Marine Corps University; and the Public Affairs Officer are authorized to sign by title any correspondence relating to matters under their cognizance. The Chief of Staff, MCCDC and Chief of Staff, MCB will sign correspondence and MCCDC/MCB directives (respectively) by title rather than "By direction."

C/S MCCDC - P. J. EXNER
Chief of Staff

C/S MCB - E. CAVAZOS, JR.
Chief of Staff

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9. Coordinating Instructions

a. Send a copy of all correspondence signed "By direction" or by title to the Base Adjutant for record purposes. Ensure writer/typist information is provided per reference (c).

b. Correspondence practices will conform to the provisions of reference (c).

c. All correspondence external to the Marine Corps will have a complete mailing address in the "From:" line. This will aid in constructing addresses which conform with United States Postal Service policy on official return addresses. Examples:

MCCDC Letterhead
Stationery

From: Commanding General, Marine Corps Combat Development Command,
3300 Russell Road, Suite 318, Quantico, VA 22134-5001 (C 42)

MCB Letterhead
Stationery

From: Commanding General, Marine Corps Base, 3250 Catlin Avenue,
Suite 104, Quantico, VA 22134-5001 (B 013)

This procedure alleviates the requirement for each activity head to print their own letterhead stationery.

d. "By direction" correspondence internal to the Marine Corps will have a "From:" line as follows:

MCCDC Letterhead
Stationary

From: Commanding General, Marine Corps Combat Development Command
(C 42)

MCB Letterhead
Stationery

From: Commanding General, Marine Corps Base, Quantico (B 013)

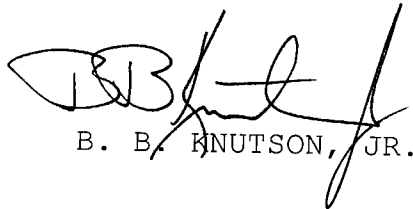
e. Authority to Sign Messages

(1) Message release authority is granted to those personnel authorized to sign correspondence, as listed in paragraph 8a(2), above. Those personnel are further authorized to delegate that authority to officers and civilians in their respective activities. Delegations will be in writing to specific individuals and will comply with the provisions of this Order. Provide copies of each delegation to the Adjutant for record purposes.

(2) The Command Duty Officer may release messages after normal working hours, providing the urgency of the matter precludes waiting for the commencement of normal working hours.

10. Action. Activity heads will:

- a. Comply with the policy and guidance contained in this Order.
- b. Conduct an annual review of "By direction" authorizations during September to ensure each is current.



B. B. KNUTSON, JR.

DISTRIBUTION: INTERNET

PROPER SECURITY OF THE AUTOPEN SIGNATURE SYSTEM

1. Purpose. To establish procedural policy to safeguard the autopen signature system from unauthorized use.
2. Background. The Staff Secretary, MCCDC is designated as the custodian of the autopen signature system and as such is responsible for funding, diskette security, maintenance, and procurement of supplies for the system. The autopen signature system is located in the Combat Development Center, Bldg. 3300, room 227. Step-by-step instructions have been developed to define and assign daily operation of the system.
3. Security
 - a. The system's security code notwithstanding, the best defense against unauthorized use is to:
 - (1) limit access to the room storing the autopen signature system;
 - (2) secure the programming diskette and plotter-pens; and,
 - (3) store the signature diskettes possessing the facsimile signature of general officers aboard this Installation, as a controlled item.
 - b. The system's log file will be closely monitored because it establishes a comprehensive audit trail of all usage. The system has a log file for each of the signature diskettes which indicates when and how many times the system was used. It will not indicate if any of the signature diskettes were copied. The programming diskette should be retained by the custodian, and the signature diskettes should be issued and retained by each user's administrative office.
4. Operators. Personnel authorized to operate the system will be appointed in writing after initial on-the-job training is completed. A sample appointment letter is at page 2 of this enclosure.
5. Usage. All general officers aboard the MCB, Quantico are welcome to use the system and enter their facsimile signatures into a diskette for retention by their respective administrative office. No other signatures are permitted. The Chief of Staff, MCCDC and Chief of Staff, MCB will authorize those documents that require the signature of the CG/Deputy CG MCCDC and CG MCB, respectively.

ENCLOSURE (1)

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SAMPLE AUTHORIZATION TO USE AUTOPEN SIGNATURE SYSTEM

LETTERHEAD

5216
C 45
Date

From: Director, Studies and Analysis Division
To: Gunnery Sergeant I. M. Marine, USMC

Subj: AUTHORIZATION TO SIGN DOCUMENTS WITH THE AUTOPEN SIGNATURE
SYSTEM

1. While assigned to the Studies and Analysis Division Administrative Office, you are authorized to sign correspondence for the Director using the autopen signature system, as authorized by the Director or Deputy Director on a case-by-case basis.

2. This authorization supersedes all previous authorizations.

//SIGNATURE//

Copy to:
Cmd Adj (B 013)

ENCLOSURE (1)

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SAMPLE FACSIMILE SIGNATURE STAMP AUTHORIZATION LETTER

LETTERHEAD

5216
B 01
Date

From: Commanding General, Marine Corps Combat Development Command
To: Captain Ira. R. Marine, 123 45 6789/0180 USMC

Subj: USE OF FACSIMILE SIGNATURE STAMP

Ref: (a) MCCDCO 5216.2

1. Pursuant to the authority contained in the reference, and in the performance of your duties as Assistant Military Personnel Officer, you are hereby authorized to affix my facsimile signature to travel orders issued under the heading of Marine Corps Combat Development Command.
2. Upon each occasion that the facsimile signature is affixed to travel orders, you will initial such orders in the immediate vicinity of the facsimile signature. Further, you will ensure that the facsimile signature is used only as specified above, and that the stamp is properly safeguarded at all times, as prescribed in the reference.
3. This authority is automatically revoked upon termination of my tenure as CG MCCDC or upon your reassignment or separation from the billet specified in paragraph 1 above.
4. This authorization (original) will be filed in the Base's official correspondence files.

//SIGNATURE//

Copy to:
AC/S, G-1 (B 01)
Adj Br (B 013) (ORIGINAL file copy)
Capt Marine

ENCLOSURE (2)

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SAMPLE DELEGATION OF "BY DIRECTION" AUTHORITY LETTER

5216
Code
Date

From: Commanding General, Marine Corps Combat Development Command
To: Lieutenant Colonel You R. Marine 123 45 6789/9906 USMC

Subj: AUTHORITY TO SIGN "BY DIRECTION" OF THE COMMANDING
GENERAL, MARINE CORPS COMBAT DEVELOPMENT COMMAND

Ref: (a) MCCDCO 5216.2

1. Effective this date and subject to the provisions of the reference, you are authorized to sign "By direction" of the Commanding General, Marine Corps Combat Development Command on matters of a routine nature which do not affect formulation or statement of policy.
2. This authorization is limited to matters related to your assigned mission and functions as the CG MCCDC, and may not be further delegated.
3. (If individual is also authorized to release messages, a statement to that affect should be made.)
4. This delegation of authority is in effect only while you are serving as the CG MCCDC and is cancelled upon transfer or reassignment from this billet.

//SIGNATURE//

Copy to:
Adj (B 013)

ENCLOSURE (3)